



**Middle and Upper School Learning Specialist
One-Year Position**

**Girls Preparatory School
Chattanooga, TN**

ABOUT GIRLS PREPARATORY SCHOOL:

Girls Preparatory School (GPS) was founded in 1906 to provide girls with the necessary courses to pursue a college education. GPS has proudly graduated almost 6,000 young women. Currently, 130 faculty and staff serve nearly 600 girls in grades 6-12 with a college preparatory curriculum that includes a full complement of humanities, arts, and STEM courses and co-curricular programs of leadership development, athletics, and community engagement.

POSITION SUMMARY:

The Learning Specialist is a member of the Support Services Department. Serving both Middle and Upper School students, the Support Services Department provides support to girls and families by identifying barriers to growth and taking an individualized approach to reduce their impact both in and out of the classroom. They nurture each student's motivation for learning, empowering her to take personal responsibility for her learning narrative.

The Learning Specialist works with faculty, administration, and other members of the Support Services Department as an advocate and liaison for students and their families. They assist teachers, coaches, and advisors in their work with students with learning differences while providing a girl-centered environment in the Learning Center. The Learning Specialist reports to the Support Services Department Chair and Division Heads.

LEARNING SPECIALIST DUTIES AND RESPONSIBILITIES:

- Create, employ, communicate, and manage individual education accommodation plans (IEAP) using parental report, psycho-educational evaluations, and student progress;
- Maintain documentation and accommodations requests;
- Keep current on best practices in academic support, learning differences, differentiated instruction, and related resources;
- Regularly monitor and communicate with teachers and families of students of concern;

- Present current research, strategies, and solutions to faculty to enhance student learning;
- Provide support within the classroom to facilitate learning for students with learning differences;
- Co-teach, along with the MS and US Counselors, sixth and seventh-grade Skills classes that meet the needs of 21st-century girls;
- With other members of the Support Services Team, oversee the peer tutoring component of the GPS National Honor Society chapter, providing training and support to student leaders throughout the year;
- Attend weekly grade-level team meetings, as necessary, and provide support and guidance to faculty regarding student academic concerns;
- Know and follow school procedures and regulations; and
- Perform other duties as directed by the Division Heads, Support Services Department Chair, and Head of School.

EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS:

- Master's degree in special education, education, or related field;
- Minimum of three years' experience providing individualized instruction;
- Strong sense of integrity and personal character, outstanding professionalism;
- Demonstrated experience interpreting IQ, achievement, and diagnostic tests;
- Knowledge of legal standards in compliance with state and federal statutes and regulations;
- Thorough understanding of learning differences and best practices in helping students achieve individual success;
- A sophisticated and nuanced understanding of girls' physical, emotional, and social development and sense of humor required;
- An understanding of and commitment to the instructional and educational practices that support, guide, and inspire girls and young women to identify their strengths and hopes for their futures;
- Demonstrated commitment to building cultural competencies and empowering students to engage across differences;
- Self-directed, independent work habits;
- Excellent planning and organizational skills; and
- Outstanding and varied written and verbal communication skills.

Girls Preparatory School is an equal opportunity employer. We are committed to providing a workplace free from discrimination and unlawful harassment. It is the School's policy to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, genetic information, veteran status, or disability or any other characteristic protected under federal, state, or local anti-discrimination laws. It is the intent and resolve of the School to comply with the letter and the spirit of the law in the implementation of all facets of equal opportunity. The School's equal employment

opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.

All employees are responsible for complying with the School's equal employment opportunity policy.

Interested and qualified candidates please [click here](#) to apply.